

LINCOLN PARKS & RECREATION DEPARTMENT SUMMER EMPLOYMENT OPPORTUNITIES

2014

Applications may be picked up after January 2, 2014, at the Department of Parks and Recreation, 2740 "A" Street. Applications are also available on the City of Lincoln website at <http://lincoln.ne.gov/city/parks/About/employment.htm>. All applications must be returned to the Parks and Recreation Office at 2740 'A' Street, 68502, unless otherwise noted.

Applications received by March 3, 2014, will be given preference.

In accordance to Legal Opinion § 2.76.220 of the Lincoln Municipal Code, the minimum hiring age shall be 14 years of age unless otherwise stated.

"CONDITION OF EMPLOYMENT"

"In accordance with the Immigration Reform and Control Act of 1986, all employers are required to document your eligibility for employment. Each individual who is offered employment must submit original documents which establish employment authorization and identity within three (3) working days of employment. If the individual is hired for less than three working days, the forms must be completed by the first day of work. Failure to comply will result in termination or withdrawal of the offer of employment."

NATURE CENTER/OUTDOOR EDUCATION

Applications for Nature Center staff positions can be picked up and returned to Pioneers Park Nature Center or at the Parks and Recreation Main Office, 2740 "A" Street. Give information as to how you may be reached so that an interview can be scheduled. Interview dates will be made on an individual basis. Qualified applicants will be contacted for an interview.

WILDERNESS NATURE CAMP STAFF

WILDERNESS NATURE CAMP DIRECTOR

\$9.00 - \$11.50 per hour; 40 – 50 hours per week, May 19 – Aug. 1, with part-time hours prior to May 19th

Minimum Age: 21 years

QUALIFICATIONS: Experience teaching children about nature; ability to plan programs, supervise counselors and junior counselors, manage camp budget, and ability to work in an outdoor setting. Previous camp experience and natural science knowledge required. Must possess a valid driver's license and excellent driving record.

RESPONSIBILITIES: To coordinate camp activities and counselors, complete the camp curriculum, supervise campers and deal with any discipline problems, and maintain camp equipment and supplies. Will be required to drive a van.

CAMP COUNSELOR (3)

\$8.75 - \$9.75 per hour; 40 - 50 hours per week for 8 weeks, May 27 – July 30

QUALIFICATIONS: Experience teaching children nature; ability to work in an outdoor setting. Previous camp counseling experience and natural science knowledge helpful. Will be required to drive a van. Must possess a valid Nebraska driver's license and must have an excellent driving record.

RESPONSIBILITIES: Conduct and participate in nature activities for children who have completed K-6th grade. Assist in curriculum development and program planning, supervise participants and deal with any discipline problems.

Call the Pioneers Park Nature Center at 441-7895 for further information and for a copy of the job description. Please include a resume with your job application.

LAND MANAGEMENT SEASON WORKERS (3)

\$8.75 - \$9.75 per hour; Available generally between 7:00 a.m. – 5:00 p.m., Monday through Friday, 40 hours per week; April – September or May – August, + possible additional fall hours

QUALIFICATIONS: Must be able to perform manual labor in natural areas. Plant, water, weed, mow, prune, propagate, transplant, and maintain desirable plant species. Treat plants for disease and insect damage, remove undesirable plant species by cutting, digging, pulling or spraying. Maintain trails by mowing, chipping, weeding and cutting vegetation from sides, and other jobs as assigned. Must be able to work outdoors in all types of weather conditions.

NATURAL RESOURCES SEASON WORKERS (2)

\$8.50 - \$10.00 per hour; Available generally between 7:00 a.m. – 5:00 p.m., Monday through Friday, 40 hours per week; April – September or May – August

QUALIFICATIONS: Must be able to perform manual labor. Work with the Saline Wetlands Conservation Partnership and on other natural areas. Applicants must be 18 years of age, have a valid Nebraska Driver's License. Applicants must be in good physical health, able to work outdoors in all types of conditions with limited supervision, and have an interest in the conservation of natural areas.

SPECIAL POPULATIONS SUMFUN DAY CAMP

SUMFUN offers temporary employment at a summer day camp for youth with special needs. The camp is held at the Auld Pavilion and Antelope Enclosed Shelter. SUMFUN consists of one week of training and four weeks of camp. Dates are June 9 – July 18 (off the week of 4th of July).

Applications may be picked up at the Easterday Recreation Center, 6130 Adams Street. When completing application, please indicate current (local) phone number where you can be contacted, or where you receive messages. Applicants will be contacted to arrange appointments for interview.

SUMFUN SUPERVISOR (12)

\$8.40 – \$10.25 per hour; Approximately 8:00 a.m. - 3:30 p.m., Monday through Friday. Dates are June 9 – July 18.

All applicants are required to be at least 19 years of age by March 30th.

QUALIFICATIONS: Prefer individuals majoring in Special Education, Recreation, Physical Education, Art, Music or related fields. Applicants should have interest and experience in working with children with special needs in an outdoor setting and the ability to lead crafts, games, music, drama or nature lore activities. Must be physically able to perform all duties related to leading physical activities including active participation and interaction with children with special needs. Additionally, staff will work in teams of two to provide door-to-door round-trip transportation to participants in a Department van. Applicants must have an excellent driving record and a valid NE driver's license.

If you have questions about the program or the job responsibilities, call 441-7948.

RECREATION DAY CAMPS

All applicants are required to be at least 19 years of age by May 27th. Applicants should apply at the Recreation Center of their choice:

Air Park Center – 3720 NW 46th – 441-7876 (K-7th grade camp)
Calvert Center – 4500 Stockwell – 441-8480 (K-4th grade camp and 5-7th grade camp)
Irving Center – 2120 Van Dorn – 441-7954 (K-4th grade camp & 5-7th grade camp)
Belmont Center – 1234 Judson – 441-6789 (K-4th grade camp)
McPhee School – 820 Goodhue Blvd. (apply at "F" St. Ctr. 1225 "F" St.) - 441-7952 (K-5th grade camp)
Bethany Park – 65th & Vine St. (apply at "F" St. Ctr. 1225 "F" St.) – 441-7952 (K-7th grade camp)
"F" Street Community Ctr. – 1225 "F" Street – 441-7951 (K-5th grade camp)
Goodrich Day Camp – 4600 Lewis Ave. (apply at Belmont Center) – 441-4601 (5th-7th grade camp)

RECREATION DAY CAMP DIRECTORS/LEADERS:

\$8.20-\$12.50 per hour, depending on position. Variable hours available between 6:45 a.m. – 6:15 p.m., Monday through Friday, 20-40 hrs. per week.

QUALIFICATIONS: Must be available for training session May 14, 15, 19 and 20, and for entire program period May 27 – Aug. 8. Mature individual with outgoing personality and ability to relate to children and youth. Possess the ability to plan and conduct a recreation program for grade school or middle school youth. Previous experience working in a leadership role with groups of children or 3 credit hours and/or 15 clock hours of in-service in child development is desirable. Has to be physically able to perform all duties related to leading physical activities including active participation with children during these activities. A valid Nebraska driver's license and no more than three points off in the last three years is required. Those hired will be trained to drive a Parks and Recreation van for field trips.

DUTIES: Will include conducting a variety of active and non-active games and sports, crafts and other recreational and/or educational activities. Supervising and participating in field trips and swimming outings is required.

ATHLETICS

The Athletic Office (**2100 'M' Street**) is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Individuals interested in officiating softball games should contact this office at 441-7892.

MEN'S AND WOMEN'S SOFTBALL UMPIRES (25-30) (Need not fill out application)
\$16.00 - \$18.00 per game.

Umpires needed for evening games Monday - Friday from 6:00 p.m.-10:30 p.m. and on Sunday in the afternoon and evenings. Umpires set own work hours based on availability.

QUALIFICATIONS: Have knowledge of Standard Softball Rules and Regulations; able to enforce and interpret rules.

Contact Athletic Office (441-7892) for dates of City Certification Clinics. Softball season runs from late April to late October.

CONCESSION WORKERS (10)

\$7.30 - \$8.50 per hour. Approximately 15-35 hours per week.

QUALIFICATIONS: Experienced in making change and running a cash register; ability to meet the public; courteous and reliable. Concession staff must possess a current Food Handler Permit. Hours: evenings and weekends. May be some morning hours. Must be 16 years of age or older. Season starts mid-March and ends early August.

AQUATICS

SWIMMING POOLS

Applications may be picked up at the Parks and Recreation Office, 2740 "A" Street. Applications received by Feb. 14, 2014, will be reviewed first.

* All 14 and 15-year old applicants must obtain a work permit through your School Administration Offices if chosen for a job.

Season starts May 24 and ends August 10.

POOL LIFEGUARDS (130)

\$8.40 - \$10.50 per hour. Rate of pay will vary with experience. Approximately 37 ½ hours per week.

QUALIFICATIONS: Must hold a current *Lifeguard Certification and CPR for the Professional Rescuer Card. State Pool Operator Card desirable. Must be available for skill testing and training in May. Have ability to deal with public fairly and courteously, must be reliable. Hours vary from 9:00 a.m. to 9:00 p.m. daily. Must be 16 years of age or older. * Must bring CPR, Lifeguard Certification to the interview. Please bring Pool Operator Card to interview if you have it. *Cards must be good through September 1, 2014, or be renewed before employment begins.

HEAD GUARD (30)

\$9.50 - \$12.00 per hour (approximately 40 hours per week).

QUALIFICATIONS: Must hold a current *Lifeguard Certification and CPR for the Professional Rescuer Card. Must be available for skill testing and training in May. Have ability to deal fairly and courteously with the public; have knowledge of water purification methods and pool operations; must obtain and have current State Pool Operator's Card. Hours will vary. Must be 19 years of age or older. *Must

bring C.P.R., Lifeguard Training and Pool Operator Cards to the interview. *Cards must be current through September 1, 2014, or be renewed before employment begins.

POOL CASHIERS – CONCESSION WORKERS (60)

\$7.30 - \$8.50 per hour. Approximately 15-35 hours per week.

QUALIFICATIONS: Experienced in making change and running a cash register; ability to meet the public; courteous and reliable. Concession staff must possess a current Food Handler Permit. Hours: 11:30 a.m. - 8:30 p.m. daily. Some morning hours. Must be 14 years of age or older. *Must obtain a work permit if not 16 by May 4.

YOUTH COMPETITIVE DIVING LEAGUE COACHES (4-6)

\$8.50 - \$10.00 per hour. Approximately 8-12 hours per week, more if hired as a lifeguard.

QUALIFICATIONS: Must have high school or college diving experience. Must be able to work with youth (ages 6 - 18 years). Work Monday through Friday. Will schedule practices. Diving meets on Thursday evenings and weekly evening coaches meeting to be scheduled. *Would consider diving coach as a lifeguard or cashier at one of the pools.

YOUTH COMPETITIVE SWIM TEAM COACHES (7-20)

\$8.50 - \$10.00 per hour. Approximately 10-20 hours per week; more if hired as a lifeguard.

QUALIFICATIONS: Must have high school or college swimming experience; must be able to supervise 40-125 youth, ages 6 - 18 years old. Must be available for Monday through Friday morning practices, weekly evening coaches meetings and Saturday morning swim meets.

ASSISTANT SWIM LESSON INSTRUCTORS (12-24)

\$7.50 - \$8.50 per hour. Approximately 15-20 hours per week, with four 2-week sessions, more if hired as lifeguard.

QUALIFICATIONS: Assist with the supervision and running of swim lesson classes. Must be able to lead an effective, organized swim lesson class. Must be able to work with other swim lesson and pool staff. Work Monday through Thursday with Friday as a cancelled class make-up option. Lessons will be scheduled either in the morning (generally 9:00 a.m. – 12:00 noon) or in the evening (6:00 – 9:00 p.m.) Schedule will vary by pool location.

WATER SAFETY INSTRUCTORS (6 – 12)

\$9.00 - \$10.00 per hours. Approximately 15-20 hours per week, with four 2-week sessions, more if hired as a lifeguard.

QUALIFICATIONS: Must have American Red Cross WSI certification. Must be able to lead an effective, organized swim lesson class. Must be able to work with other swim lesson and pool staff. Work Monday through Thursday with Friday as a cancelled class make-up option. Lessons will be scheduled either in the morning (generally 9:00 a.m. – 12:00 noon) or in the evening (6:00 – 9:00p.m.) Schedule will vary by pool location.

SWIM LESSON SITE SUPERVISORS (3-5)

\$9.50 - \$10.50 per hour. Approximately 15-20 hours per week, with four 2-week sessions, more if hired as a lifeguard.

QUALIFICATIONS: Must have American Red Cross WSI certification. Must be able to supervise an effective, organized swim lesson program and teach classes as needed. Must be able to work with other swim lesson and pool staff. Work Monday through Thursday with Friday as a cancelled class make-up option. Lessons will be scheduled either in the morning (generally 9:00 a.m. – 12:00 noon) or in the evening 6:00 – 9:00 p.m.) Schedule will vary by pool location.

PARK OPERATIONS & MAINTENANCE

All applicants are required to be at least 16 years of age unless otherwise specified. Applications may be picked up after January 2, 2014, at the Parks and Recreation Office, 2740 "A" Street, Lincoln, NE 68502. Applications received by March 15, 2014, will be given preference.

SEASONAL PARKS LABORER (43) Parks (37) Golf (6) Display Gardens
\$8.00 - \$11.25 per hour. Starts Spring - ends Fall - 40 hours per week.

QUALIFICATIONS: Must be able to perform manual labor. Hours varied. Required to work assigned schedules, including weekends and the Holidays of Memorial Day and 4th of July. Applicants must be 18 years of age to operate most power equipment, mowers, and motor vehicles. Average of 12 to 14 weeks of work, includes some weekends and evenings. Must be in good physical health and able to work outdoors in all types of conditions. Valid Nebraska Driver's License required for most positions. Some positions require mechanical ability. Criminal history check will be done on selected applicants.